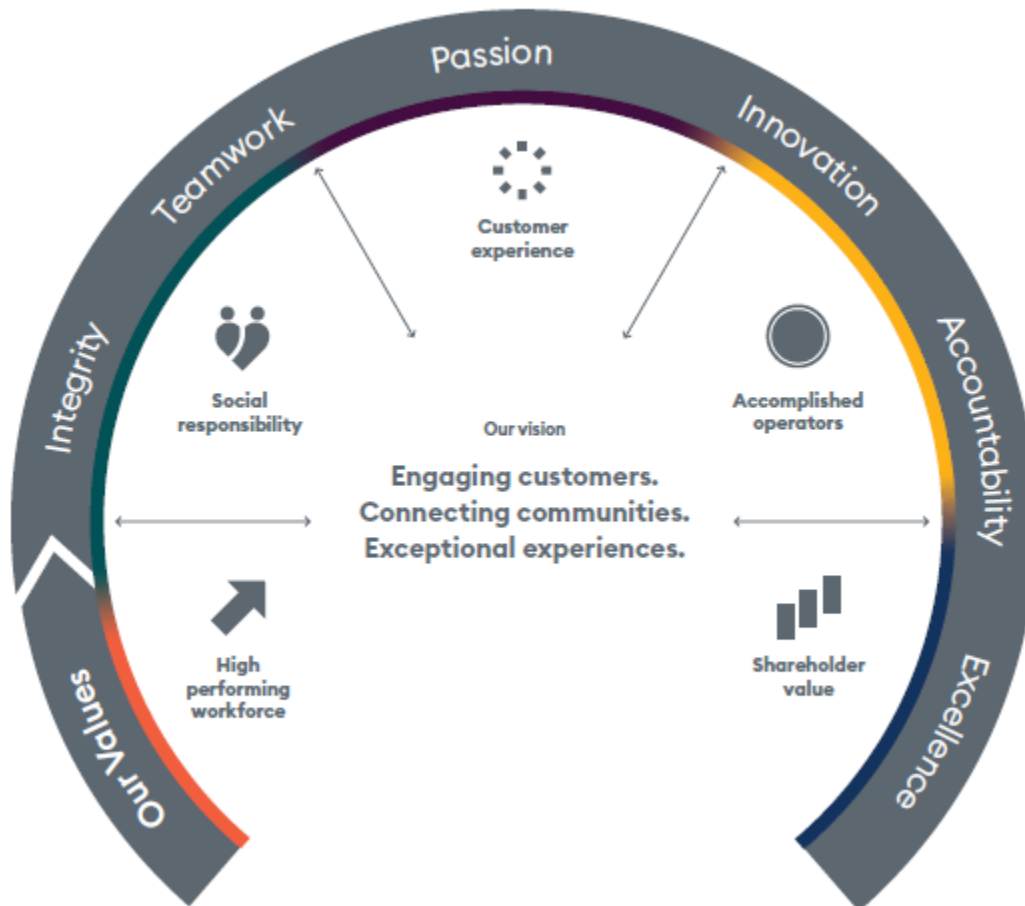


## Queensland Airports Limited

### Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

**Position Title:** Technology Project Manager

**Location:** Gold Coast

**Department:** QAL Technology

**Reports to:** GM Technology

**Reporting to this position:** Nil

## Position Purpose

The Project Manager is responsible for planning, overseeing and leading projects from inception through to completion. The role is responsible for managing the scope, cost and schedule for the project and ensuring accurate reporting is provided to all stakeholders in a timely manner.

## Job Role Requirements

### Objective 1: Project Management

- Define the Project Scope and schedules to ensure timely delivery of value
- Lead internal teams, consultants and contractors to coordinate the cost planning and cost management elements of the project using agile methodologies of plan big and start small.
- Overseeing interface of technology works of major/minor projects with airport operators.
- Organise and lead project status meetings and delivery focused workshops.
- Prepare, manage and distribute project artefacts using document repository technologies, story boards and agile delivery walls.
- Create and maintain risks and issues registers.
- Manage the plan. Manage pivots and deviations as required through stakeholder management and escalations.
- Work with leadership to create sprints and hold teams accountable for their commitments and deliverables.
- Build effective and positive relationships with all stakeholders.
- Remove roadblocks and use organisation resources to improve speed of delivery.
- Provide leadership to the project consultants and stakeholders.
- Engage with Government Agency stakeholders on design and operational matters for the project.
- Develop and champion Agile project methodologies.
- Manage the commercial framework and procurement strategy for technology project components.
- Engage with all internal and external operational stakeholders on Operational Readiness Activation and Training (ORAT) activities.
- Liaise with the QAL Legal and Governance team updating as required the corporate risk register.
- Manage and / or assist Senior Management with Authorities associated with the Project including negotiation, documentation and approvals (as required Maintain project methodologies, governance, standards, documentation and templates

### Objective 2: Contractor Management

- Provide inputs to commercial and contractor tender assessment
- Drive efficient change by improving process or assisting teams commercial and regulatory works.
- Manage the engagement and communication of contractors as required.
- Manage the approval of all external contractor submissions and deliverables.
- Ensure that contractor's risk, quality, safety and environmental plans are followed, and relevant reviews/audits are undertaken.

### **Objective 3: Communication and Reporting**

- Manage the project communication coordination including meeting management, agenda preparation and meeting actions/minutes.
- Management of internal and external stakeholders regarding communication impact to operations and changes to standard operating procedures
- Prepare full project monthly reports, coordinating submissions from the PMO, Consultants, and Contractors
- Engage with Airline representatives at a senior and local level on project design updates, operational continuity and construction updates.
- Prepare status reports across multiple sub projects.
- Ensure documentation presented in a concise, clear and professional manner.

### **Objective 4: Project Participation / Innovation / Continuous Improvement**

- Provide quality internal and external customer service.
- Continuously seek to improve processes and build innovative partnerships with key stakeholders.
- Act early in identifying opportunities to optimise the design and minimise abortive work across the project.

### **Objective 6: Technology Support**

- Support the needs of the Technology team in tracking and managing the cost of technology and suppliers.
- Provide data on contracts, supplier costs and other relevant information for business cases and the like.

### **Objective 7: Workplace Health and Safety, Environmental and Aviation Safety & Security**

- Take reasonable care for your health and safety.
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses.
- Comply with any reasonable instruction in relation to WHS by the Company.
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process.
- Other responsibilities as outlined in the QAL WHS management system.
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities.
- Attend EMS related training.
- Adhere to relevant aviation safety and security requirements.

## **Individual Behaviour Expectations**

QAL employees expected to demonstrate behaviour which is aligned to our core values:

### **Teamwork**

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

### **Innovation**

- We think differently
- We are creative
- We share our experience to build new ideas

### **Accountability**

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

### **Integrity**

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

### **Passion**

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

### **Excellence**

- We have high performance standards
- We add value and deliver quality
- We embrace change and deliver outcomes

## **Key Stakeholders**

*Internal:* Employees and management at all levels

*External:* Suppliers, contractors, consultants, stakeholders and the community

## **Key Capabilities Required to Perform Role**

### *Educational Qualifications:*

- Degree in Information Technology or related discipline
- Certification in Agile Methodologies
- Graduate or post graduate qualifications in project management or equivalent program (Desirable)

### *Professional Experience:*

- Minimum 4 - 5-year experience in project management delivering Technology and infrastructure works from inception to delivery and close out
- 2 – 3 years using Agile methodologies to deliver projects from ideation to going live
- Experience within aviation (desirable)

### *Specific Job Knowledge, Skills and Abilities:*

- Problem solving
- Excellent time management and prioritisation skills
- Proven ability in professional, clear and concise; report writing, producing business cases, and presentations including correct formatting and strong justification skills
- Robust interpersonal communication and effectively manage key stakeholders' expectations
- Strong understanding Agile Project Management methodologies from inception to delivery and close out.

- Effective time management, pre-planning and organisational skills with a strong ability prioritise and distribute tasks
- Superior ability to effectively manage staff and demonstrated leadership skills
- Excellent computer literacy (Microsoft suite), coupled with effective use and application of Project Management techniques and tools
- Solid knowledge of contractor management compliance to relevant statutory regulations in relation to risk mitigation and WH&S
- Excellent numerical, statistical and graphical skills
- Ability to meet CASA drug and alcohol requirements, including passing a pre-employment drug and alcohol test and be subject to random testing.
- Ability to obtain an Aviation Security Identification Card (ASIC).

*Physical Demands:*

Must be able to perform required physical and psychological demands of the role.

## ACKNOWLEDGMENT

*I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Approved by Line Manager (Signature and Date)		
Reviewed by P&C (Signature and Date)		
Version:		Date: